



**SACHI A. HAMAI**  
EXECUTIVE OFFICER

## COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
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### MEMBERS OF THE BOARD

GLORIA MOLINA

YVONNE B. BURKE

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

August 19, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the Conflict of Interest and Disclosure Codes for the Office of Affirmative Action Compliance and the West San Gabriel Valley Benefits Joint Powers Authority to be effective the day following your Board's approval.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

### Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

### **FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

#### New Agency

##### West San Gabriel Valley Benefits Joint Powers Authority

- This is a newly established joint powers authority. The authority has adopted by reference Regulation 18730 (2 California Code of Regulations, §18730) as its conflict of interest code and has specifically patterned its disclosure categories after the County's model code disclosure categories.
- The authority has designated the following as code filers: *Board Members*; *Alternate Members of the Board*; and *Consultants*.

Substantive Changes


Office of Affirmative Action Compliance

- Modifies the Incorporation Page to reflect those positions that will file directly with the Executive Office.
- Modifies one (1) disclosure category to capture duties specific to a departmental function.
- Renumbers two (2) disclosure categories.
- Adds the positions of *Administrative Deputy* and *Principal Deputy* to the code.
- Adjusts the disclosure category for the *Senior Deputy* position.

**IMPACT ON CURRENT SERVICES**

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,



Sachi A. Hamai  
Executive Officer

SAH:DG:kw

Attachments (2)

c: Chief Executive Officer  
County Counsel

Conflict of Interest Code  
of the

**AFFIRMATIVE ACTION COMPLIANCE, OFFICE OF**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statement with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **AFFIRMATIVE ACTION COMPLIANCE, OFFICE OF**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all income from any Los Angeles County employee, any representative or association of such employee, and any business positions or income from any entity owned or controlled by such employee, spouse or financial dependent.

#### **CATEGORY 5**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

#### **CATEGORY 6**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual's who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

**AFFIRMATIVE ACTION COMPLIANCE, OFFICE OF**  
**EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director	1, 2, 3
Chief Deputy	1, 2, 3
Administrative Deputy	2, 3
Principal Deputy	2, 3
Senior Deputy	4
Consultant	6

EFFECTIVE:

Conflict of Interest Code  
Of the

**WEST SAN GABRIEL VALLEY BENEFITS JOINT POWERS AUTHORITY**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The Authority shall make and retain a copy of all statements filed by its Board Members, Alternate Board Members, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The Authority shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code § 81008).

# **WEST SAN GABRIEL VALLEY BENEFITS JOINT POWERS AUTHORITY**

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### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

### **CATEGORY 3**

Persons in this category shall disclose all income and business positions.

### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.



**CONFLICT OF INTEREST**

**WEST SAN GABRIEL VALLEY BENEFITS JOINT POWERS AUTHORITY**

**EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Members	1, 2, 3
Alternate Members of the Board	1, 2, 3
Consultants	5

Effective: